

Unit #1 Title: Skills for Success	
Lesson Title: Getting Ready for Success, Part 2	Lesson 2 of 2
Grade Level: 3	
Length of Lesson: 30 minutes	
Missouri Comprehensive Guidance Standard: CD.9: Applying employment readiness skills and the skills for on the job success.	
Grade Level Expectation (GLE): CD.9.A.03.a.i: Compare personal, ethical, and work habit skills needed for school success with those of workers in the community.	
American School Counselor Association National Standard (ASCA): Career Development C: Students will understand the relationship between personal qualities, education, training, and the world of work.	

Materials (include activity sheets and/ or supporting resources)

Personal, Ethical, and Work Habit Skills Activity Sheet: Copy for each group of four students--cut into strips Large Venn Diagrams for each group Tape for each group.
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Show Me Standards: Performance Goals (check one or more that apply)

X	Goal 1: Gather, analyze and apply information and ideas 8. Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
X	Goal 2: Communicate effectively within and beyond the classroom 3. Exchange information, questions and ideas while recognizing the perspectives of others
	Goal 3: Recognize and solve problems
X	Goal 4: Make decisions and act as responsible members of society 1. Explain reasoning and identify information used to support decisions

This lesson supports the development of skills in the following academic content areas.

	Academic Content Area(s)	Specific Skill(s)
X	Communication Arts	6. Participating in formal and informal presentations and discussions of issues and ideas
	Mathematics	
	Social Studies	
	Science	
	Health/Physical Education	
	Fine Arts	

Enduring Life Skill(s)

	Perseverance		Integrity	X	Problem Solving
	Courage		Compassion	X	Tolerance
X	Respect	X	Goal Setting		

Lesson Assessment (acceptable evidence):

Complete the Venn Diagram to compare personal, ethical, and work habit skills needed for school success to those of workers in the community.

Lesson Preparation

Essential Questions:

How do the personal, ethical, and work habit skills needed for school success compare to those of workers in the community?

Engagement: (Hook)

Review of poem and activity from previous session.

Personal Skills are skills about how a person treats themselves or others.

Ethical Skills are skills a person uses when doing the right/wrong thing in different situations.

Work Habit Skills are skills a person uses to complete an assignment/job.

Procedures

Instructor Procedures	Student Response:
1. Divide students into groups of 4 and hand out Venn Diagram, skill strips, and tape to each group. (Venn Diagram has two overlapping circles, one labeled school success skills and the other labeled community worker skill).	1. Students get into their groups.
2. Instruct students to tape each skill strip in the appropriate category on the Venn Diagram.	2. Students tape skill strips in the appropriate category.
3. Teacher asks the group to nominate a spokesperson for the group. That person will give a report summarizing their finished Venn Diagram.	3. Within each group, a spokesperson is nominated and that person gives a report summarizing their Venn Diagram.

Teacher Follow-Up Activities

Encourage classroom teacher to relate the Personal, Ethical and Work Habit skills to the work students do in the classroom.

Counselor reflection notes

Activity Sheet 1

Personal, Ethical, and Work Habit Skills

Please Note: Skills will likely fit into more than one category.

Personal Skills	Ethical Skills	Work Habit Skills
Cooperation – getting along	Integrity – doing the right thing	Self-advocacy – standing up for what you believe in
Mind your own business	Honesty – telling the truth	Assertiveness – saying what you believe in
Watch out for others	Loyalty – being true to your friends	Punctuality – being on time
Clean Bodies	Apologize for mistakes	Team Work
Clean Clothes	Consideration of others	Perseverance – sticking with something until you get it done
Listening	Respectful of other people’s property	Good Attendance
Helpfulness	Respectful of self	Giving Your Best Effort
Participating	Respectful of others	Communication
Willing to learn new things	Truthfulness	Neatness
Sense of humor	Kindness	Meeting Deadlines
Good sport	Trustworthiness – can be trusted	Fully Completing Work
Positive attitude		Learning From Mistakes
Keep your hands to yourself		
Kind words		
If you can’t say something nice, don’t say anything at all.		